



VACANCY ANNOUNCEMENT

Peace Corps North Macedonia is a US government agency and seeks qualified and motivated candidates for the full-time position of:

Training Assistant

The Training Assistant (TA) reports to the Training Manager (TM) and provides assistance in organizing, implementing, and evaluating training events and/or workshops and other learning opportunities for Peace Corps Volunteers and their local counterparts. In addition, the Training Assistant works closely with the Language Coordinator to support the needs of the language program.

Peace Corps Provides:

- Opportunity to work with a US government agency/international organization
- Opportunity to work as part of a multicultural team
- Professional development opportunities, including participation in international trainings
- A competitive salary/benefits package, including sick leave, annual leave, and supplemental health insurance

Location: Skopje, with required travel within North Macedonia

Salary: 1,087,033MKD/per year. This is a Full-Time position. *No relocation expenses will be covered.*
The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other: Preference will be given to candidates who are permanent residents of the host country, or who are Citizens of the host country.

Required Qualifications:

Education: University Degree in any field.

Experience: 2 years professional work experience in North Macedonia with an NGO, international organization, educational organization, or similar entity or department within the last 5 years.

Language: Fluent Macedonian and English (both written and oral).

Knowledge, Skills, and Abilities:

- Minimum 1 year experience with logistics, event planning and/or budgeting within the last five years;
- Minimum 1 year experience in training, facilitation, and/or teaching within the last five years;
- Minimum 1 year experience providing customer service, or related interpersonal support within the last 5 years;
- Experience providing Macedonian language to English language translation (written and oral) in a professional or educational setting within the last five years;
- Demonstrated experience with Microsoft Office Suite products (i.e. Word, Excel, PowerPoint);
- Experience working in a cross-cultural setting and as a member of a multicultural team;
- Experience working with Americans and/or Peace Corps Volunteers.

Desired Qualifications:

- Fluency in Albanian language and/or other national languages;
- Experience with an online Learning Management System (e.g. Moodle, Edmodo, Blackboard).

Security Clearance: After an offer is made, the selected candidate is required to successfully pass a background investigation conducted by the US Embassy in Skopje.

Estimated Start Date: Contingent on successful background investigation and availability of funds.

How to apply?

Submit the following to mkjobs@peacecorps.gov and include “TA – First and Last Name” in the Subject line of the email:

1. **Resume:** in English in the required format ([see LINK](#)) that clearly outlines your experience as it relates to the position requirements.
2. **References:** Name and contact information of three references who can directly comment on your skills; references should not be relatives and at least one reference should be a current or former supervisor.
3. **Cover Letter:** No more than 300 words and in English that describes your interest in the position and highlights your experience and accomplishments relevant to the position. Cover letters will only be reviewed for short-listed candidates invited to interview.
4. **Additional:** Clearly state in the body of the email if you are a relative of a current Peace Corps staff member and include their name, as this will assist us with the process. Being a relative does not make an applicant ineligible for the position. A relative is defined as “husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.”
5. **Do not include** any other items aside from what is described above. For example, do not attach letters of reference or certificates as these documents will not be considered for your application.

Application deadline: 11:59 PM on May 29, 2020. Applications submitted after the deadline will not be considered unless the position goes unfilled. Incomplete applications will not be considered. Peace Corps reserves the right to fill one or more positions through this advertisement.

Please note that only short-listed candidates will be contacted.